

ES&H EMERGENCY RESPONSE TEAM ELECTRONIC RECORDS SYSTEM/FILE PLAN

Id#	System Name	System Acroym	Brief Description	Agency	Subagency	Scheduling Status (Pending, Approved or Unscheduled	Schedule Number	Electronic/ location	Paper/ Location/ File Plan
1	Emergency Readiness Assurance	ERAP	Emergency Planning Program Correspondence, program and policy guides, information papers, operational manuals, and documents used as guides for determining appropriate DOE action. ERAP Plan reported yearly to DOE	DOE	FNAL	Approved	ADM-18 26.1 a Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.		WH7E
2	Performance Measures reporting metric to DOE	PEMP	Records that verify the Performance of operations.	DOE	FNAL	Approved	ADM-18 26.1 a Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.	ES&HSERVER1 Docdb	
3	Mutual Aid Box Alarm System	MABAS	Contract on a card with an agreement between Fermilab and several other agencies stating if needed, we will assist each othe in emergency situations	DOE	FNAL	Approved	ADM-18 8.4 a Destroy when current system is upgraded or replaced.	BS Fire Dept/ Legal	WH7E
4	DuPage County Mutual Aid Public Works Plan		DuPage County Mutual Aid Public Works Plan- reviewed and approved by legal	DOE	FNAL	Approved	In effect until a party decides to make a change-highly unlikely.	BS Fire Dept/ Legal	WH7E
5	Letter of Agreement	LOA	Master Safeguards and Security Agreements/Security Plans. Letter of Agreement with ANL for mutual use of EOC's	DOE	FNAL	Approved	ADM-18 8.5 Destroy 10 years after termination of the facility as a security interest.	Legal	wh7e

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6	Highly Protected Risk Inspections	HPR	History of building construction, code of record and subsequent changes and issues over the years— living document. Guard (Security) Service Control Files	DOE	FNAL	Approved	ADM-18, 19 a EPI Destroy when superseded or obsolete.	ESHSERVER 1/FESHM Docbd	
7	Emergency Operations Center	EOC Training records	Training records for EOC personnel- all are recorded within the FNAL training database, paper is available for ease of use.	DOE	FNAL	Approved	ADM-18 26.1 b Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.	Train	WH7E
8	Emergency Response Procedures	ERP	Emergency Response Organization/management	DOE	FNAL	Approved	ADM-18 26.1 a Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.	FESHM/ ES&H Docdb	WH 7E updated as required Paper format issued to select personnel for use in EOC.
9	Hazard Map/ Safe Work Permits.	HM	Safe work permits are used to designate the approval for employees to work on a potentially hazardous job or in a potentially hazardous area. Copies provided by Div/Sec for information purposes only.	DOE	FNAL	Approved	ADM-18, 37 Destroy 75 years after the date of the permit. (N1-434-89-10, Item 2)	WH7E	WH7E
10	OSHA 300 Report	OSHA 300	Occupational Safety and Health Administration (OSHA) records, National Institute of Occupational Safety and Health (NIOSH) records. Yearly OSHA 300	DOE	FNAL	Approved	ENV-1 b (5) b EPI Destroy after 30 years. 29 CFR 1910.20 (N1-434-98-28)		WH 7E/WHGF
11	SARA Title 3 Chemical Submission worksheets	SARA Title 3	Chemical Submission worksheets filed on-line with the State.	DOE	FNAL	Approved	ENV-2 c (1) EPI Destroy 3 years after submittal of report. 40 CFR 372.10 (N1-434-98-28) Frozen	on-line with the State	WH 7E

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12	Quarterly Computerized Accident Incident Reporting System (CAIRS)	CAIRS	Reports, statistics, and correspondence relative to traffic and property damage accidents, including records relative to summaries of industrial personal injury accidents, exclusive of cases involving	DOE	FNAL	Approved	ADM 18, 11.1 e EPI Destroy when 10 years old. (II-NNA-1023(3)Frozen	online with FNAL and DOE HQ	
13	Quarterly Report	QR	In-house document trending past 12 months of incidents and hpr inspection finding. Posted on line	DOE	FNAL	Approved	ADM 18, 11.1 c EPI Destroy when 10 years old. (II-NNA-1023(3)Frozen	ESHSERVER1/Docdb	
14	Occurrence Reporting & Process System	ORPS/NTS	Correspondence files of organizational units responsible for facility safety program, consisting of reports, statistics, memoranda and	DOE	FNAL	Approved	ADM 18, 11.1 c EPI Destroy when 10 years old. (II-NNA-1023(3)Frozen	DOE HQ database	paper maintained as reference copy
15	Hazard Assessment Document	HAD	Survey and Inspection Files (Government-Owned Facilities). (N1-434-98-21, item 9) Reports of surveys, inspections, and self-	DOE	FNAL	Approved	ADM-18, 9 Cut off at the close of the fiscal year. Destroy 75 years after discontinuance of		WH 7E
16	Emergency Plannning Records	EPR	Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting Department-wide results of tests	DOE	FNAL	Approved	ADM-18, 26.1 b Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.		WH 7E files updated as required as reposted/reissued
17	Continuity of Operations Plan		Records that Demonstrate the Capability for Safe Operation.	DOE	FNAL	Approved	ADM-18, 35 b (N1-434-98-21, item 35.1) Frozen	Docdb, limited access	

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18	Emergency Management/Response Organization procedures and documents	EMR Procedures	Emergency response/Contingency Plans. Emergency response plans identify environmental and safety hazards at a facility and surrounding areas. These plans should coordinate state, federal, and local governments, Native Americans and other	DOE	FNAL	Approved	ENV-1 b (1) Destroy 3 years after issuance of a new plan. (N1-434-98-28)	WH7E	files updated as required as reposted/reissued
	Emergency Operations Center exercise packets	EOCEP	Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting Department-wide results of tests conducted under emergency plans.	DOE	FNAL	Approved	ADM-19, 26.1 b Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.	Train	WH7E
19	Local Drill	LD	Event sheets Fire alarm system tests, radio communications reports on inside and outside fire drills, daily force reports, and building inspectors	DOE	FNAL	Approved	ADM-18, 11.4 f Destroy when 1 year old. (II-NNA-1858(1F))	ESH website	WH7E
20	Purchase Orders	PO	Courtesy copies mainly, few and far apart.	DOE	FNAL	Approved	ADM-3, 3a Destroy 6 years and 3 months after final payment.	WH7E	WH7E